

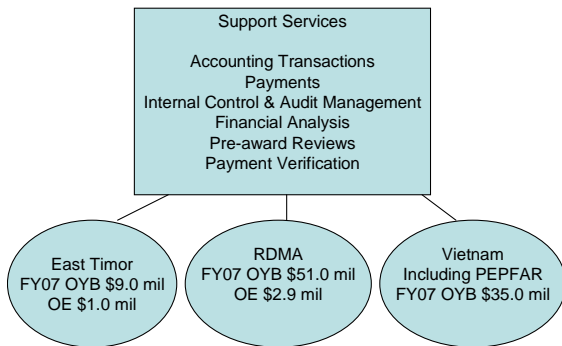


**USAID**  
FROM THE AMERICAN PEOPLE

**ASIA**

## Operations and Support - RDMA

October 2006



*Services provided by the Office of Financial Management.*

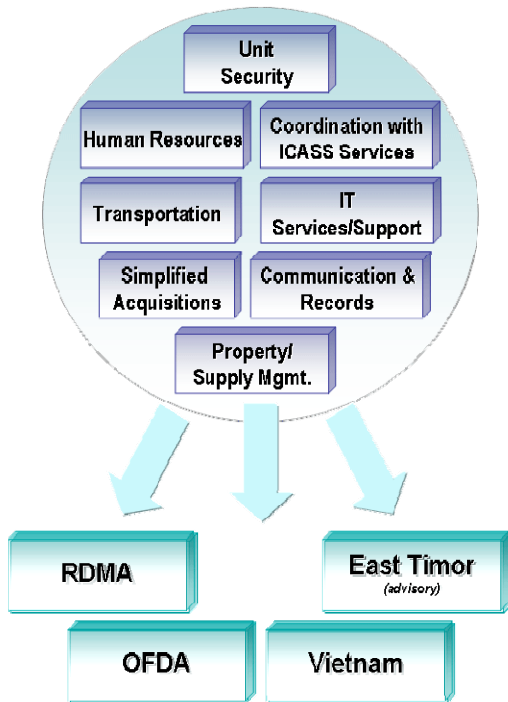
**BACKGROUND** The USAID Regional Development Mission for Asia (RDM/A) operates as a regional platform providing services to other bilateral USAID Missions in Asia. USAID realizes significant cost savings by providing financial, administrative and contracting services from one central office.

**REGIONAL LEGAL ADVISOR** RDM/A's Regional Legal Advisor provides legal advice and services for all regional programs, for bilateral USAID missions in Cambodia, Mongolia and East Timor, and for the non-presence programs in Vietnam, Burma, Laos and China. The RLA provides advice and training on the legislative and regulatory parameters of USAID's programs, on the diplomatic immunities and privileges applicable to USAID missions and staff, on the ethical standards that guide US Government employees' conduct, and on the internal policies that govern USAID's programmatic and operational decisions. The RLA also works with host government agencies in negotiating memoranda of understanding, implementing the tax exemption provisions of bilateral agreements, and facilitating the entry of new USAID partners into the region. Finally, the RLA assists in structuring Global Development Alliances and other public/private partnerships. In 2006, the RLA has provided additional assistance to the RDM/A by participating in the development and award of a new rule-of-law program in China.

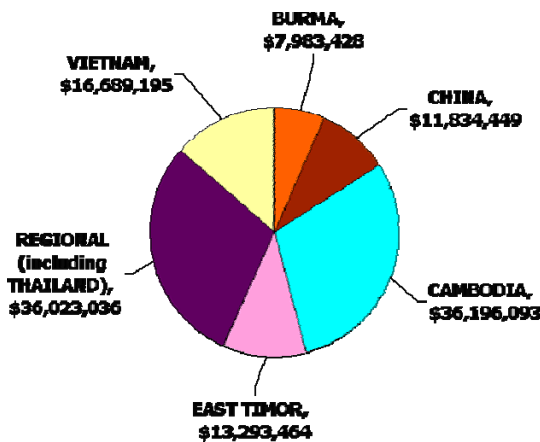
**REGIONAL OFFICE OF FINANCIAL MANAGEMENT** The Office of Financial Management in RDMA began operations in December 2005 with the roll out of Phoenix to Missions in the ANE Bureau. Bangkok is a strategic location for financial management support services for the region. It is the location of the only State Department US Disbursing Office outside the US. It is conveniently located for travel to supported Missions, and telecommunications and banking facilities are well developed. RDMA/OFM picked up financial management support for the East Timor Mission in February just two months after start up of operations for RDMA programs. Despite working with a very new staff OFM completed year end processing effectively and on time. Through training, OFM staff have improved the accrual process for our client operations. In October 2006, OFM took over full processing of payments for most vouchers. The office is developing a strong Financial Analysis section which oversaw a comprehensive review of internal controls for the FMFIA certification, has taken over audit management functions, and is capable of performing pre-award reviews of local organization's accounting systems. The RDMA/OFM is making rapid strides in establishing itself as a strong financial management support center capable of expanding coverage areas should the agency decide that further regionalization of financial services to bilateral missions is warranted.

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## Operations and Support - Continued



*Services provided by the Executive Office*



*Amount Obligated by ROP/RDMA  
in FY-06 : \$122,019,666*

*\* Although no funds were obligated in FY06 for Lao PDR, RDM/ROP manages active awards in Lao PDR and anticipates funding obligations.*

**REGIONAL EXECUTIVE OFFICE** The Executive Office (EXO) provides a wide range of quality support services to the RDMA, Afghanistan Procurement Support, and the Regional OFDA Offices in Bangkok, the USAID Office in Vietnam, and USAID East Timor. EXO/RDMA provides management advice and guidance to the management teams in these locations, and is responsible for the following services: human resources and development – in support of a staff of 86 in RDMA, three in OFDA, six in APSO, 25 in Vietnam, and to a lesser degree, 17 in East Timor; IT services and support; simplified acquisition; office property and supply management; communications and records management; and transportation support. The office coordinates with the Embassies in the region concerning ICASS services and budgeting as well as security services/provision. The Executive Officer serves as RDMA's Mission's Information Security Officer (ISSO) and as the Unit Security and Safety Officer. The office works closely with the Controller's Office in the development, implementation, and management of the support budgets for the various entities.

The Executive Office is staffed with 15 US, USPSC, and Foreign Service Nationals.

**REGIONAL OFFICE OF PROCUREMENT** The Regional Office of Procurement (ROP) includes six staff with more scheduled to join in the next year. The office is responsible for procurement activities in seven Asian countries, and responsible for a vibrant portfolio of awards having regional coverage involving HIV/AIDS, the regional environmental program, anti-trafficking, support to ASEAN, addressing avian influenza, and various economic growth activities. ROP manages the planning, negotiation, awarding and administering of grants, contracts and cooperative agreements for programs in Burma, China, Laos, Thailand and Vietnam. ROP also serves as procurement manager for acquisition and assistance services to the USAID Missions in Cambodia and East Timor, and will also serve USAID/Nepal later in FY 2007.

ROP will also be responsible for procurement for disaster response in the Marshall Islands and the Federated States of Micronesia when this responsibility is taken over from FEMA.

In FY 2006, the procurement workload managed by ROP totaled about 211 award actions for a cumulative obligation of new funds of about \$122 million. The current value of the active contract and grant portfolio managed by ROP is approximately \$608 million.

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## Operations and Support - Continued

Afghanistan Procurement Support Office



### Afghanistan Procurement Support Office:

Hosted within the RDM/A is the USAID/Afghanistan "Office of Acquisition and Assistance (OAA) East" Procurement Support Office (APSO). APSO was established in August 2004 with the objective of providing continuity of leadership for the USAID/Afghanistan's acquisition and assistance (A&A) program. With over 150 awards under administration totaling approximately \$5 billion in value, the USAID/Afghanistan procurement portfolio stands with Iraq among the Agency's largest. The APSO provides overall acquisition and assistance leadership, management and strategic direction for USAID/Afghanistan, while ensuring compliance with USG and USAID regulations, policies and procedures. In workload terms, "OAA East" concentrates on longer cycle, largely competitive pre-award acquisition and assistance actions, thereby leaving "OAA West" in Kabul free to concentrate on the myriad day to day, post-award activities associated with the exigencies of field project implementation and administration.

**FY 05 - 06 Awards by OAA/East in Support of the USAID/Afghanistan Program**

